

# **RICHMOND POLICE DEPARTMENT**



## **FOCUS MISSION TEAM (FMT): PROPERTY CRIMES DETECTIVES / TAC OFFICERS OPERATING MANUAL**

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Chief of Police or Designee

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SECTION ONE:  
PROPERTY CRIMES DETECTIVES

**PURPOSE**

The purpose of the precinct Focused Mission Team's Property Crimes Detectives is to achieve excellence in public service and law enforcement within the City of Richmond, and more specifically to the citizens, businesses and other private entities within the sectors of their precinct. The Focused Mission Team (hereafter referred to as FMT) will consist of Investigators and Plain Clothes/Uniformed Detectives, each team within the Unit will be supervised by a Sergeant. The entire Unit will be supervised by a Lieutenant.

Property Crimes Detectives have the primary responsibility of investigating all non-violent crimes that occur within their precinct's sectors, to include: all robberies, burglaries; larcenies, and damage to property. They will, when requested by a sector supervisor, through their unit's OIC, conduct roll call training on their areas of responsibility. They will also perform other tasks and duties as assigned by the OIC of the FMT unit.

**DUTIES OF THE PROPERTY CRIMES DETECTIVE SERGEANT**

- Review the Noteworthy Reports, Incident Reports and other relevant information.
- Conduct roll call training as requested.
- Maintain inventory of Division vehicles and equipment.
- Assist support personnel with telephone inquiries and information dissemination.
- Handle administrative duties as directed by the Lieutenant.

**SCOPE OF RESPONSIBILITY**

The following incidents will be assigned to the Property Crimes Detectives for follow-up:

- All other larceny
- Annoying phone calls
- Bad checks
- Burglary residential, commercial or outbuilding
- Destruction of property city or private
- Embezzlement of motor vehicle
- Embezzlement
- Failure to return rented property
- False pretenses/swindle/confidence game
- Forgery by check, credit card or money order
- Forgery / counterfeiting
- Fraud ATM, credit card, unauthorized use, forgery
- Gas drive off

- Impersonation
- Lost / missing / suspicious situation
- Motor vehicle theft
- Obscene / threatening phone calls
- Pickpocket
- Possession of burglary tools
- Purse snatching
- Robbery ATM, bank, carjacking, commercial house, individual, residence
- Shoplifting
- Stolen property offenses
- Suspicious situation
- Theft from building, coin operated machine, vehicle
- Theft of moped / other vehicle type
- Theft of motor vehicle parts
- Unauthorized use of motor vehicle
- Welfare fraud

## **REQUIRED SKILLS**

Property Crimes Detectives will be expected to:

1. Know and understand the criteria for “meeting the test” for obtaining arrest warrants, based on the Code of Virginia, for those laws pertain to the crimes they investigate.
2. Be competent in processing crime scenes and vehicles involved in all NON-violent crimes.
3. Be proficient in writing and executing search warrants.
4. Be proficient in the use of:
  - a) PISTOL’s extensive resource capabilities, to include: entering supplemental information into an incident report; searching the system for intelligence information; suspect photos (including producing a photo spread); warrant searches; alert entry and removal process (on suspects sought by the inputting detective), entering attachment documents, etc.
  - b) DMV (State’s Main Frame): for obtaining Vehicle and Operator information.
  - c) MICROSOFT WORD
  - d) PCT and DEPARTMENTS SERVER FILES and THIER CONTENT.
5. Investigators will be familiar with the proper method of obtaining and sharing information on persons of interest in their investigations by establishing solid, working relationships with:
  - a) Richmond’s Commonwealth Attorney’s Office
  - b) Virginia Employment Commission
  - c) DMV (for ID/Driver photos and certified driving records.)
  - d) Department of Corrections (State and Federal)

- e) Probation & Parole (State and Federal)
- f) Secret Service (local office)
- g) FBI (local office)
- h) ATF (local office)
- i) DEA (local office)
- j) RRHA Police
- k) VCU Police
- l) VUU Police
- m) U of R Police
- n) ABC Investigations (local office)

6. Investigators will notify their immediate supervisor PRIOR to making contact with an outside agency for the purpose of soliciting that agency's participation in an investigation (for any purpose other than simply sharing intelligence information). Investigators will be expected to partner with representatives of the above listed agencies whenever the possibility exists that furtherance of an investigation will be enhanced by their inclusion in the investigation.

## **SELECTION**

1. A job vacancy advertisement will be sent out in the precinct for an opening in the FMT unit.
2. Officers must have a minimum of one year in patrol after the completion of field training.
3. Qualified candidates undergo a panel interview in which they will be asked questions from a list that was pre-approved by the precinct Commander.
4. Candidates' answers will be numerically scored and ranked by their total score.
5. Final selections will be made by the precinct Commander and approved by the Area Major.

## **WORK HOURS FOR FMT MEMBERS**

The unit's Team Sergeants will determine the hours that their team members will be required to work based on their comprehensive analysis of sector crime patterns. Team Sergeants will make recommendations to the Unit's O-I-C for approval of any flexible work schedule they deem necessary to meet the needs of their assigned duties.

## **GROOMING AND APPEARANCE**

Property Crimes Detectives will dress in business attire unless otherwise given permission to 'dress down' for a special assignment by their Sergeant or the FMT OIC. Precinct detectives will also be guided by all restrictions as directed by departmental policy and procedure.

## **GOVERNING GENERAL ORDERS**

- 7-3 Crime Scene Protection
- 1-6 Search and Seizure
- 3-12 Handling Property and Evidence
- 7-8 Procedure For Eyewitness Identification And Taking Interview Statements
- 7-18 Juvenile Procedures and Reporting
- 8-7 Inventory, Towing, Seizure, Storage and Abandoned Vehicles
- 6-16 Shoplifting and Petit Larceny Arrest Warrants
- 6-11 Fingerprinting, Photographing and Arrest Worksheet Procedures
- 6-6 Requesting Criminal History Records
- 7-28 Travel Beyond City Limits-Fugitive Retrieval & Non-Pursuit
- 7-5 Executing Arrest Warrants and Subpoenaing Witnesses
- 6-12 Court Attendance Procedures
- 6-2 Incident Based Reporting
- 6-4 Virginia Uniform Summons

## **PROCEDURE**

### ***CASE MANAGEMENT***

#### **How reports are assigned**

Precinct Detective Supervisors, and/ or their designee will review Incident Based Reports (IBR) each morning and assign them to individual detectives.

When a detective responds to a crime scene, including weekends and evenings, the detective will be assigned the report for that offense unless there is some reason to assign the case to a different detective. The detective working day shift on weekends and holidays will review all Incident Based Report (IBR)s, and assign to himself /herself those reports which should not wait until the next duty day.

## IBR Case Management Supplement Reports / Ten-day Rule

Detectives must complete an IBR supplement in the Case Management side of PISTOL for each assigned investigation. The initial supplement shall be completed within ten days of receiving the report. A supplement will be completed each time there are substantive developments in a case. The supplement must outline the detectives' actions on the case, and recommend a disposition.

### Case dispositions

- *Cleared by arrest* - At least one individual has been arrested for the offense. Supplement must contain name, DOB, address, etc. of arrested party.
- *Pending* - Case is still open, whether the investigation is active or inactive.
- *Warrant on File* - Cases where a warrant is on file will remain *Pending* – *Warrant Obtained* until the warrant is served. A follow-up supplement shall be completed when the warrant is served and the Status in Case management will be changed to *Cleared by Arrest*.
- *Unfounded* - The investigation indicates that the offense did not occur.
- *Exceptional Clearance* - The identity of the suspect is known, but something prevents the arrest. The answer must be "yes" to all four of the below questions:
  - Has the investigation definitely established the identity of the offender?
  - Is there enough information to support an arrest and to turn over to the court for prosecution?
  - Do you know the exact location of the offender so that you could take him into custody now?
  - Is there some reason outside police control that stops you from arresting, charging, and prosecuting the offender?

Examples of *exceptional clearances* are cases where: the suspect is known but the victim refuses to cooperate in the prosecution; the suspect is known but is outside the jurisdiction and extradition is denied; the suspect is deceased; or the suspect is known but the charge will not be prosecuted due to plea bargains, etc. In all cases of *exceptional clearance*, the supplement must specify whether the known suspect is an adult or a juvenile.

### *Misdemeanor Warrant Advised*

These cases have a known suspect and are "outside police control" because they occurred outside the presence of the police officer and it is up to the victim to take the initiative to obtain the warrant; therefore these cases DO meet the requirements for "Exceptional Clearance."

## Updating Incident Based Reports (IBR)



When the status of a case changes, detectives will complete an updated supplement in PISTOL Case Management recommending the change in status. The supervisor will review the supplement in Case Management and ensure that the Status is changed in PISTOL.

### Attachments

All attachments (Incident Reports, forms, photographs, recordings, etc.) will be saved on the Case Management side of PISTOL to restrict access. Precinct Detectives will not attach files to the Incident side of PISTOL, as these files are available to all PISTOL users.

### Supervisory Review of Cases

Supervisors will review all completed investigations for thoroughness, and will review all reports for completeness and accuracy. When supplements are reviewed, supervisor's name, date and time reviewed will be entered in PISTOL Case Management. Supervisors will make sure that Case Management is updated to show the appropriate case status.

### Records Retention / File Purging

All Case File Folders and information prepared by officers and detectives in furtherance of their official duties are the property of the Richmond Police Department. Pursuant to the State Records Retention and Disposition Schedule No. 17, Law Enforcement Records – Case Investigation Files are to be retained for 5 years after the close of an investigation. Officers shall not purge any file before all possible criminal appeals have been adjudicated.

Officers shall not take any case file folders files with them when they separate from the Department. Case File Folders shall be submitted to the officer's immediate supervisor.

## **PROTECTION OF CONSTITUTIONAL RIGHTS DURING INTERVIEWS**

Any individual detained by detectives for custodial interrogation will be advised of his/her Constitutional Rights as set forth in Miranda vs. Arizona. These Miranda warnings will be recorded as will the entire duration of the interview, when possible. The Detective questioning the suspect will ensure that the suspect is properly advised, and makes a knowing and intelligent waiver of his rights, prior to any questioning. Execution of the Notification of Rights Form (PD-75) will serve as evidence that a suspect knowingly, voluntarily, and intelligently waived his rights. Reading the admonition stated on the Notification of Rights card (PD-74A) will also meet the requirement, but the burden will fall on the detective to establish that the defendant understood the warning, and made a knowing, voluntary, and intelligent waiver.

Under no circumstances will questioning continue after a suspect invokes his right to remain silent, or his right to counsel, until the suspect is allowed to confer with his counsel. If, during the initial interview, after admonition of his rights, the suspect admits or confesses to an unrelated crime, the detective will give additional rights admonition for that specific crime. The



detective will ensure that the suspect makes a knowing, voluntary, and intelligent waiver of his rights for the unrelated crime.

## **HANDLING EVIDENCE**

No evidence of any type will be stored in any desks, filing cabinets, vehicles, etc. All evidence will be properly preserved, packaged, and turned into the property section or turned over to forensic personnel immediately.

Detailed procedures for handling property and evidence are set forth in General Order 3-12. Property Crimes Detectives will adhere to those guidelines.

## **LIAISON WITH OTHER AGENCIES**

### **PROCEDURE, CRIMINAL INVESTIGATIONS:**

During the course of a criminal investigation if the assigned Detective determines a suspect wanted for questioning or for whom a warrant has been obtained has relocated to another jurisdiction the Detective shall:

**IF THE SUSPECT IS LOCATED WITHIN ADJOINING JURISDICTIONS, CHESTERFIELD, HANOVER OR HENRICO COUNTIES** ~ If the Detective must enter another jurisdiction in order to interview a suspect:

- Notify a supervisor of your intentions.
- Contact the county dispatcher and request a police unit to meet and accompany you to the location of the interview.
- Follow Department radio procedure when leaving the City.
- Identify yourself with badge and identification card as a Police Detective from the City of Richmond, Virginia.
- Remain in the presence of the law enforcement representative of the county until all official business is completed.
- If the circumstances of the case demand a warrant must be executed immediately, do not attempt to execute any legal paper outside of the City of Richmond Virginia without the assistance of local authorities. Follow the steps above to obtain assistance, and to ensure that the requirements of Va. Code 19.2-76 are met.

## **STANDARD INVESTIGATIVE PROCEDURE**

### **DOCUMENTATION**

Documentation is necessary in every investigation that is conducted. It is mandatory to take investigative notes while conducting investigations. When assisting others on investigations,

type-written notes are to be generated and placed in Pistol within 48 hours by every Detective involved in the investigation. This standard applies to Detectives and all supervision.

Upon being issued an Incident Based Report (IBR) or otherwise assigned to conduct an investigation, each Detective shall:

#### CONDUCT A PRELIMINARY INVESTIGATION

- Review the report or information and contact the victim as soon as possible (the initial contact may be by telephone).
- Verify the exact location of the offense, and all listed victim, suspect and witness information.
- Try to obtain additional or omitted facts about the incident from the victim.
- If the report is assigned as a screened report, advise the victim that his report will be considered pending, and to contact the detective if any further information develops.
- If the report is assigned for investigation, make an appointment with the victim in order to conduct a personal interview, and to view the scene or pick up evidence, if necessary.

#### CONDUCT A FOLLOW UP INVESTIGATION

- Identify and recover any physical evidence. Interview all witnesses; record and transcribe witness statements if necessary. Attempt to develop suspect information.
- Make a positive identification of any listed suspects, to include address, date of birth, social security number, height, weight, eye and hair color, etc. Obtain an arrest record and check for outstanding warrants.
- In some cases, it may be necessary to confer with the Commonwealth's Attorney's Office to determine whether probable cause exists, and whether to proceed with a warrant or a direct indictment).
- Once a warrant or an indictment has been issued, attempt to locate the suspect as soon as possible to serve the arrest paper. If you are unable to locate the suspect, place the warrant on file at the Information Desk.
- After the arrest is made, interview the suspect, and record and transcribe suspect statements as appropriate. Obtain any relevant physical evidence from the suspect.

#### **DETECTIVE CASE FOLDER PREPARATION**

The case file will normally include, but will not be limited to:

- Incident Based Report (IBR) and supplements.
- Arrest sheet(s).
- Investigative Summary
- Report of significant arrest.
- Suspect Information Sheet.

- Person of Interest Information Sheet.
- Canvas results.
- 911 tapes and transcriptions.
- All suspect and witness statements.
- Miranda Waiver.
- Criminal history information on all suspects and witnesses.
- Forensics and laboratory reports.
- Photographs.
- Copy of search warrants and affidavits.
- Case disposition form.

### REPORT PROCEDURE

Prepare the Detective's Supplementary IBR, to include a comprehensive narrative description of everything done during the investigation of the case, and a list of witnesses and suspects with a basic description of their statements. Complete this report and submit it for supervisory approval within ten days of receipt. Prepare and forward case folder to the Commonwealth's Attorney's Office.

### **PRISONER CONTROL**

Each prisoner brought into a Police Department facility will be escorted by no fewer than two Detectives/Police Officers at all times. Prisoners being transported through areas of the building will be properly handcuffed in the back, unless belly chains or other approved restraining devices are in use. **The safety of Department personnel, the public and those in custody is of paramount concern.**

### **TRAINING**

Training will be documented and maintained by the OIC or his/her designee. A minimum of eight hours of training per year is required in the following areas:

1. Shield qualification
2. Raid training
3. Felony vehicle stop

## SECTION TWO: TAC OFFICERS

### **PURPOSE**

The FMT TAC officers will have the primary responsibility of all 'street level' enforcement tasks to include, but not limited to, surveillance work, drug and firearms arrests, and any special needs or operations assigned by the FMT OIC in support of the precinct's sectors *TARGETED* issues.

### **REQUIRED SKILLS**

FMT TAC officers will be expected to:

1. Know and understand the criteria for "meeting the test" for obtaining arrest warrants, based on the Code of Virginia, for those laws pertain to the crimes they investigate.
2. Be proficient in writing and executing search warrants as well as the recording of and preparation of operational plans for serving search warrants.
3. Know and understand the procedures set forth by General Order 7-6 Informants when utilizing informants in the field.
4. Be proficient in the use of:
  - a) PISTOL's extensive resource capabilities, to include (but not limited to): entering supplemental information into an incident report; searching the system for intelligence information; suspect photos (including producing a photo spread); warrant searches; alert entry and removal process (on suspects sought by the inputting detective), entering attachment documents, and updating after targets are arrested and/or interviewed.
  - b) DMV (State's Main Frame): for obtaining Vehicle and Operator information.
  - c) MICROSOFT WORD
  - d) PCT and DEPARTMENT SERVER FILES and THEIR CONTENT.
5. Investigators will be familiar with the proper method of obtaining and sharing information on persons of interest in their investigations by establishing solid, working relationships with:
  - a) All surrounding jurisdictions; specifically sister units within those jurisdictions
  - b) Richmond's Commonwealth Attorney's Office
  - c) Virginia Employment Commission
  - d) DMV (for ID/Driver photos and certified driving records.)
  - e) Department of Corrections (State and Federal)
  - f) Probation & Parole (State and Federal)
  - g) Secret Service (local office)
  - h) FBI (local office)

- i) ATF (local office)
  - j) DEA (local office)
  - k) RRHA Police
  - l) VCU Police
  - m) VUU Police
  - n) U of R Police
  - o) ABC Investigations (local office)
6. TAC officers will notify their immediate supervisor PRIOR to making contact with an outside agency for the purpose of soliciting that agency's participation in an investigation (for any purpose other than simply sharing intelligence information). Officers will be expected to partner with representatives of the above listed agencies whenever the possibility exists that furtherance of an investigation will be enhanced by their inclusion in the investigation.
  7. TAC officers must possess the ability to work closely as a part of a team/partnership with other officers of their unit; specifically during intense circumstances such as extended hours in close quarters.
  8. TAC officers must allow for flexibility in scheduling; recognizing that they may be called back to work at the discretion of the precinct commander.

## **LIAISON WITH OTHER AGENCIES**

### **PROCEDURE, CRIMINAL INVESTIGATIONS:**

During the course of a criminal investigation if the TAC officer determines a suspect wanted for questioning or for whom a warrant has been obtained has relocated to another jurisdiction the officer shall:

**IF THE SUSPECT IS LOCATED WITHIN ADJOINING JURISDICTIONS, CHESTERFIELD, HANOVER OR HENRICO COUNTIES** ~ If the officer must enter another jurisdiction in order to interview a suspect:

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- Remain in the presence of the law enforcement representative of the county until all official business is completed.
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assistance of local authorities. Follow the steps above to obtain assistance, and to ensure that the requirements of Va. Code 19.2-76 are met.

## **SELECTION**

1. A job vacancy advertisement will be sent out in the precinct for an opening in the FMT unit.
2. Officers must have a minimum of one year in patrol after the completion of field training.
3. Qualified candidates undergo a panel interview in which they will be asked questions from a list that was pre-approved by the precinct Commander. The panel interview will contain a scenario-based approach to determine the candidate's ability to think quickly and effectively.
4. Candidates' answers will be numerically scored and ranked by their total score.
5. Final selections will be made by the precinct Commander and approved by the Area Major.

## **WORK HOURS FOR FMT TAC MEMBERS**

The unit's Team Sergeants will determine the hours that their team members will be required to work based on their comprehensive analysis of sector crime patterns. Team Sergeants will make recommendations to the Unit's OIC for approval of any flexible work schedule they deem necessary to meet the needs of their assigned duties.

## **GROOMING AND PERSONAL APPEARANCE**

TAC officers will dress in a manner appropriate to the assignment they have been tasked with. The dress code of the day for TAC officers will be determined by their immediate Supervisor.

TAC officers will, at all times, have immediately available to them:

- a) A fatigue uniform
- b) Personal Body Armor
- c) Traffic Vest
- d) Flash Light

TAC officers will also be guided by all restrictions as directed by departmental policy and procedure.

## **GOVERNING GENERAL ORDERS**

- 1-6 Search and Seizure
- 3-12 Handling Property and Evidence
- 7-18 Juvenile Procedures and Reporting

- 8-7 Inventory, Towing, Seizure, Storage and Abandoned Vehicles
- 7-5 Executing Arrest Warrants and Subpoenaing Witnesses
- 6-12 Court Attendance Procedures
- 6-2 Incident Based Reporting
- 6-4 Virginia Uniform Summons
- 7-16 Drug Related Seizures
- 7-10 Police Canine Utilization
- 7-12 High Risk Operations
- 7-6 Informants
- 7-15 Recognition of Plain Clothes Officers
- 7-17 Drug Test Kits

## **TRAINING**

Training will be documented and maintained by the OIC or his/her designee. A minimum of eight hours of training per year is required in the following areas:

1. Shield qualification
2. Raid training
3. Felony vehicle stop